

CITY OF KANKAKEE
INTERNAL VACANCY ANNOUNCEMENT

Department: Fire Department

JOB TITLE: Secretary

DEPARTMENT: Fire Department

DATE: August 27, 2018

APPLICATION DEADLINE: Sept. 7, 2018 by 4:00 pm

JOB SUMMARY:

Under the supervision of the Fire Prevention Bureau staff and the Chief of the Fire Department, the Secretary of the Fire Prevention Division will be responsible for the administration of the ambulance billing, the scheduling of all fire prevention bureau appointments, programs and events, and the invoicing of miscellaneous fees assessed from the Fire Department. Works closely with the entire Fire Department and specifically the administration team by accurately and efficiently performing a wide range of functions. Performs other related duties as assigned including but not limited to:

- Provide professional clerical administrative support to the Fire department, specifically to the staff of the Fire Prevention Bureau and the Fire Chief
- Prepare and submit quality control assessments of EMS reports
- Schedule all appointments, inspections, re-inspections, meetings, public education programs and events for the Fire Prevention Bureau
- Process, monitor and remit the ambulance billing to the medical reimbursement company for collection and serve as the liaison for the Fire Department
- Invoice and monitor the collection of structure fires, motor vehicle accidents, Haz Mat and tactical rescue fees
- Perform general tasks such as answering the phone, providing information to inquiries, and greeting the public
- Produce and/or analyze a variety of ad hoc reports and projects as requested

EDUCATION AND EXPERIENCE

- Skills and abilities normally associated with a professional secretarial position
- Minimum 3-5 years of medical billing and/or fire department billing experience.
- Strong data entry skills along with being deadline driven
- Excellent attention to detail and ability to function under limited direction
- Proficiency with Microsoft Excel and Word
- Must have excellent verbal and written communication skills; strong customer service
- Ability to learn payroll functions and calculate employee benefits
- Must be able to acclimate to and work well within a team structure

HOW TO APPLY/APPLICATION DEADLINE:

Interested applicants should apply with résumé and cover letter to Chief Damon Schuldt 385 E. Oak Street, Kankakee, IL or via email at dwschuldt@citykankakee-il.gov. Please reference "Secretary" on the envelope if mailing. The City offers a competitive insurance and vacation package. The City of Kankakee is an equal opportunity employer. (EOE)

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